



It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

CALIFORNIA STATE GOVERNMENT - An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, medical condition, religious or political affiliation, age or sexual orientation.

**DEPARTMENTAL PROMOTIONAL EXAMINATION  
FOR  
STATE AND CONSUMER SERVICES AGENCY  
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING  
FAIR EMPLOYMENT AND HOUSING CONSULTANT III (SUPERVISOR)**

CONTINUOUS TESTING – No Final File Date

TESTING PERIODS FOR THIS EXAMINATION ARE: JANUARY 1-MARCH 31; APRIL 1-JUNE 30; JULY 1-SEPTEMBER 30; AND OCTOBER 1- DECEMBER 31. AN APPLICANT IS PERMITTED TO TAKE AN EXAMINATION FOR THIS CLASSIFICATION ONCE IN A 12 MONTH PERIOD.

**HOW TO APPLY:** Applications (Form 678) must be **RECEIVED** no later than the last day of the testing period. Applications personally delivered or received after the final testing period date will be held for the next quarter testing period. **If you meet the entrance requirements for this class and for Fair Employment and Housing Consultant III (Specialist), you may file both examinations on a single application.**

Applications may be filed in person or by mail at:

Department of Fair Employment and Housing  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758  
Attn: Testing Office

**SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING:** If you have a disability and need special testing arrangements, mark the appropriate box in item 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE: \$4,912.00 - \$5,926.00

**COMPETITION LIMITED TO STATE EMPLOYEES:** Promotional candidates who have a permanent appointment with the Department of Fair Employment and Housing and who meet minimum qualifications may participate promotionally.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:**

**NOTE: IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU MEET THE EDUCATION AND/OR EXPERIENCE REQUIREMENTS STATED BELOW. YOUR SIGNATURE ON YOUR APPLICATION INDICATES THAT YOU HAVE READ, UNDERSTOOD, AND POSSESS THE BASIC QUALIFICATIONS REQUIRED.**

Qualifying experience may be combined on a proportional basis if the requirements stated below include more than one pattern and are distinguished as either I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I and additional experience amounting to 50% of the required time of Pattern II may be admitted to the examination as meeting 100% of the overall experience requirement.

General experience used to qualify for any of the classes in this series:

**Experience:** Must have been in responsible capacities involving the development, implementation or practice of equal employment and/or fair housing in one or a combination of the following:

1. As a representative of an organization engaged in promoting equal opportunity for protected groups, such as ethnic minorities, women, the physically handicapped, senior citizens, etc., or
2. In community organization work, social group work, or other comparable experience in the human relations, industrial relations, or housing industry fields, or
3. As a labor or management representative with substantial responsibility for the promotion and implementation of fair employment and/or fair housing practices within a trade, industry or organization.

**Either I**

One year of experience in the California state service performing the duties of a Fair Employment and Housing Consultant II.

**Or II**

**Experience:** Four years of the above-described experience. (Experience in the California state service applied toward this requirement must include at least one year in a class with a level of responsibility equal to a Fair Employment and Housing Consultant II.) **and**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL PERSONAL CHARACTERISTICS:** Ability to function in sensitive areas in a tactful and judicious manner; willingness to work irregular hours and to travel widely within an assigned area; demonstrated objectivity and emotional stability.

**THE POSITION**

This is the full supervisory level. Under general direction, incumbents direct a group of lower level Consultants; review and evaluate completed casework for accuracy and conformance to Department policy and procedures; closely supervise new Consultants I; advise and assist Consultants with unique or complex investigations; may conduct conciliation conferences; participate in the selection of staff; evaluate performance and recommend appropriate action; may serve as lead consultant in a sub-office reporting to a district office; may assist an Administrator I, Fair Employment and Housing, with community relations or technical assistance activities at the district level.

**EXAMINATION INFORMATION:** This examination will utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their applications. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to focus on the type of information that will be useful to the staff conducting the evaluation.

**In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.**

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

**Scope:**

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis will be on measuring competitively, relative to job demands, each candidate's;

- A. Knowledge of:
  - 1. Intergroup relations and problems of protected groups such as ethnic minorities, women, physically handicapped, senior citizens, etc.
  - 2. Methods and techniques of promoting equal opportunity; investigation and interviewing techniques.
  - 3. Current labor, employment and housing conditions and trends.
  - 4. Methods of compiling and presenting data in studies related to the Department of Fair Employment and Housing's jurisdiction.
  - 5. Comparable Federal statutes.
  - 6. California Fair Employment and Housing laws and Department policies and procedures.
  - 7. Rules of evidence.
  - 8. Specialized areas of equal employment and/or fair housing principles and practices or other areas of concern to the Department's programs.
  - 9. Principles of personnel management, training and effective supervision.
- B. Ability to:
  - 1. Interpret and apply California's Fair Employment and Housing laws and rules and regulations of the Fair Employment and Housing Commission.
  - 2. Analyze data.
  - 3. Communicate effectively.
  - 4. Deal creatively, tactfully, and effectively with sensitive problems of civil rights law enforcement.
  - 5. Analyze situations accurately and take effective action.
  - 6. Establish and maintain cooperative relationships with those contacted in the work.
  - 7. Conduct difficult and involved investigations of alleged violations of Fair Employment and Housing laws.
  - 8. Speak before groups in an effective and convincing manner.
  - 9. Apply research and development and program management techniques and methodologies.
  - 10. Organize and direct the work of and train others.
  - 11. Conduct informal conferences.
  - 12. Speak effectively before groups.

**ELIGIBLE LIST INFORMATION:** A departmental promotional eligible list will be established for the Department of Fair Employment and Housing. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires 12 months after it is established.

**Veterans** preference credit is not granted in promotional examinations.

#### **GENERAL INFORMATION**

**It is the candidate's responsibility** to contact Human Resources at (916) 478-7227 three days prior to the written test date if he/she has not received his/her notice.

**For an examination without a written feature**, it is the candidate's responsibility to contact Human Resources at (916) 478-7227 three weeks after the final filing date if he/she has not received a progress notice.

**If a candidate's notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

**The State Personnel Board** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances, other employees may be allowed to compete in promotional examinations. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental Human Resources offices or at the Information Counter of State Personnel Board offices.

**High School Equivalence:** Equivalency to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have an education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is the Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. California Relay (Telephone) Service for the Deaf or Hearing-Impaired: from TDD phones 1-800-735-2929, and from voice phone 1-800-735-2922.